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Welcome to Graduate Studies in the Richard W. Riley College of Education. My name is Dr. Marshall Jones, and I am the Director of Graduate Studies for the College of Education. We are excited that you have chosen Winthrop University to pursue your professional goals. The Richard W. Riley College of Education offers remarkable educational opportunities. We recognize the demands of graduate education, and we recognize the unique challenges associated with graduate education. We want your experience with us to be both challenging and rewarding.

The purpose of this handout is to provide an overview of both the responsibilities of graduate students and the resources available to you while pursuing your degree. This handout draws on a variety of sources that you should be familiar with, such as The Graduate Catalog, The Student Handout and the Student Technology Handbook. You will find links to these documents here. We hope this handout will provide an overview and will help direct you as you begin your career. If there is anything that we can do to assist you as you progress through graduate school, please let us know.

Again, welcome to graduate school.
Welcome to Winthrop University.

Dr. Marshall G. Jones  
Director of Graduate Studies  
Richard W. Riley College of Education  
Winthrop University
CONTACT INFORMATION

COE Office of Graduate Studies
Dr. Marshall G. Jones, Director
jonesmg@winthrop.edu

Ms. Afia Brown, Administrative Assistant
toughb@winthrop.edu
Dean’s Office, 106 Withers Hall
803.323.2151

Department of Counseling, Leadership and Educational Studies
Dr. Pam Wash, Chair
washp@winthrop.edu
803.323.2158

Ms. Curlene Moise, Administrative Assistant
moisec@winthrop.edu
204 Withers Hall
803.323.2158

Department of Curriculum and Pedagogy
Dr. Mark Dewalt, Chair
dewaltm@winthrop.edu
803.323.2115

Ms. Pansy Phillips, Administrative Assistant
phillipspm@winthrop.edu
204 Withers Hall
803.323.2115

Department of Physical Education, Sport and Human Performance
Dr. Dan Drane, Chair
draned@winthrop.edu
803.323.3688

Ms. Jane Bailey, Administrative Assistant
baileyj@winthrop.edu
West Center 216E
803-323-2123
### Degree Information and Program Directors

<table>
<thead>
<tr>
<th>Programs</th>
<th>Degree</th>
<th>Hours</th>
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<tr>
<td>Counseling and Development</td>
<td>MEd</td>
<td>60</td>
<td>Dr. Jennifer Jordan/ 803.323.2456</td>
</tr>
<tr>
<td>Community Agency School</td>
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<tr>
<td>Curriculum and Instruction</td>
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<tr>
<td>Early Childhood/ Elementary</td>
<td>MEd</td>
<td>36</td>
<td>Dr. Crystal Glover/ 803.323.4937</td>
</tr>
<tr>
<td>Secondary</td>
<td>MEd</td>
<td>36</td>
<td>Dr. Linda Pickett/ 803.323.4775</td>
</tr>
<tr>
<td>Educational Technology</td>
<td>MEd</td>
<td>36</td>
<td>TBA /803.323.2115</td>
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<tr>
<td>Educational Leadership</td>
<td>MEd</td>
<td>42</td>
<td>Dr. Walter Hart/ 803.323.4726</td>
</tr>
<tr>
<td>Middle Level Education</td>
<td>Cert.</td>
<td>36</td>
<td>Dr. Kelly Costner/ 803.323.2478</td>
</tr>
<tr>
<td>Sport and Fitness Administration</td>
<td>MS</td>
<td>36</td>
<td>Dr. Seth Jenny/ 803.323.4828</td>
</tr>
<tr>
<td>Literacy</td>
<td>MEd</td>
<td>36</td>
<td>Dr. Kavin Ming/ 803.323.4756</td>
</tr>
<tr>
<td>Special Education</td>
<td>MEd</td>
<td>36</td>
<td>Dr. Brad Witzel/ 803.323.2453</td>
</tr>
<tr>
<td>Master of Arts in Teaching</td>
<td></td>
<td></td>
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<tr>
<td>Education K-12/Secondary</td>
<td>MAT &amp; MAT 5 45/33</td>
<td></td>
<td>Dr. Lisa Harris/ 803.323.2158</td>
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<tr>
<td>Art *(K-12)</td>
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<td>Biology*</td>
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<td>Spanish*</td>
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* Masters degree programs leading to initial certification
The purpose of the handout is to serve as a companion to our graduate student orientation program in the College of Education at Winthrop University. While most of the information you may need can be found by starting at the College of Education’s Website (www.winthrop.edu/coe) and the College of Education’s Graduate Studies website (www.winthrop.edu/coe/graduate), this handout is intended to provide an overview of what you may need to get started. Some of the information in this document may have been copied from other official documents including the Graduate Catalog. Our goal is to provide an overview of what you need to know to get started, and a place for you to start managing the information available to you as a new graduate student. We have broken the handout into the following sections:

**Advisement and Academics**
This section provides an overview of academics, regulations, and the advisement process.

**Campus Life**
This section provides an overview of a few of the campus amenities available to you as a graduate student. Information on recreation and entertainment is included here.

**Financial Aid**
We provide an overview of financial support offerings here as well as contact information for offices on campus.

**Student Services**
Information on parking, health insurance, and other resources available to you as a student is provided here.

**Technology**
An overview of Winthrop’s technology services and the different online systems available to you is supplied here.

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**Important Documents**

The Graduate Catalog. The Graduate Catalog provides the most current information available to you related to your academic program. Much of the information provided in this handout is drawn from the Graduate Catalog. Consult the catalog for full details related to your academic programs. A current Graduate Catalog can be found on the Graduate School’s Website by clicking on the Catalog link on the left hand side of the screen from the following page: (www.winthrop.edu/graduateschool/)

The Student Handbook. From the student affairs website: “The purpose of this handbook is to provide a general description of Winthrop University and many of its programs for students and to present detailed information regarding policies and procedures which affect students.” The student handbook can provide information on your rights and responsibilities as a student at Winthrop University. It is available at: (http://www.winthrop.edu/uploadedFiles/studentconduct/StudentHandbook.pdf).

The Student Technology Handbook. This handbook provides detailed information about technology resources available to you on campus. Information on campus email, virus protection, wireless access, and access to your Winthrop storage and printing is available in detail here. It is updated annually, and the most recent version can be found here: (www.winthrop.edu/uploadedFiles/technology/StudentITHandbook.pdf).
ADVISEMENT AND ACADEMICS

This section provides an overview of academics, regulations, and the advisement process.

Every graduate student is assigned an academic advisor. You will work with your advisor to create a “Program of Studies” (POS). Your POS serves as your degree checklist for graduation, and you must have a POS on file with Records and Registration before you graduate. Consult with your advisor for a POS form or download one from www.winthrop.edu/coe/graduate/default.aspx?id=17054. Talk to your advisor early in your graduate career to create your POS. From time to time you may need to change a POS. This is done by amending your POS with a course substitution form. All forms must be reviewed and signed by your advisor, the department chair, the Director of Graduate Studies, and a representative from Records and Registration. A complete list of forms is available from the Graduate School: www.winthrop.edu/graduateschool/forms/.

During each semester Winthrop University has an advisement period. Your advisor will contact you and let you know when this time will be. Advisement procedures differ from advisor to advisor, but typically advisement is done by individual appointment in person. Working from your POS, you should have consulted the course offerings before meeting with your advisor and be prepared to let them know what courses you plan to take. Your advisor will need to review your proposed course selections and clear you for registration using Wingspan. You cannot register until you have been cleared by your advisor.

Graduate classes are graded on an A, B, C, F scale. (There is no D in graduate classes, and some classes are scored on a +/- scale. Consult your class syllabus for more details.) Further academic regulations are provided in the Graduate Catalog. Students in Graduate programs are expected to maintain a 3.0 cumulative grade point average. Please consult the catalog section on “Academic Regulations” for full information.

Professional Dispositions

As educational leaders, graduates of Winthrop University College of Education programs will be expected to uphold the highest standards of the profession. The Professional Dispositions and Skills reflect professional attitudes, values, and beliefs that support student learning and development and promote positive interactions with students, families, and communities. Your professional dispositions may be evaluated several times throughout your program. Consult your advisor for more information, and see this page for dispositions as defined by the College of Education: www.winthrop.edu/coe/default.aspx?id=12866.
Conceptual Frameworks

The conceptual frameworks for the Richard W. Riley College of Education provide the underlying structure and direction for what we do as a college. The conceptual frameworks are different for students in initial licensure programs, such as our MAT programs, and students in advanced preparations programs, such as our M. Ed. programs. Regardless of your degree program, you will see assignments in your classes that are carefully aligned with the conceptual framework appropriate for your degree program.

Master of Arts in Teaching Conceptual Frameworks

Initial teacher preparation at Winthrop University is built around the central belief that teachers must be able to demonstrate knowledge, skills, and dispositions that produce learners prepared for 21st century challenges within the context of a free and democratic society. Through field-focused learning in school partnership settings, candidates demonstrate evolving skills in the domains of diverse needs of learners, learning environment, technology, assessment, instruction and learner engagement, literacy, and professional learning and ethical practice. These domains are embedded throughout an integrated series of classroom and field experiences involving core and discipline-specific curricula, grounded in evidence-based practice and professional standards, and designed to support teacher candidates as they learn about themselves, individual learners, classrooms, and the American school system. The complete MAT conceptual framework is available here: www.winthrop.edu/coe/default.aspx?id=12866.

Conceptual Framework for Advanced Preparation Programs

The Framework for Advanced Programs, Educator as Leader, includes complex outcomes in Leadership, Stewardship, and Scholarship that are suitable for graduate candidates in many educational programs such as administration, counseling, teaching, and school psychology. The complete Advanced Program conceptual framework is available here: www.winthrop.edu/uploadedFiles/coe/AdvancedConceptualFrameworks.pdf

Students seeking North Carolina Administrative Licensure

Completion of a degree does not guarantee advanced teacher licensure in North Carolina public schools. Candidates should contact their local school administrative offices and the North Carolina Department of Public Instruction regarding specific advanced licensure requirements in their program area. Similarly, completion of the M.Ed. degree in Educational Leadership does not guarantee school administrator licensure in North Carolina. Students should check with local school administrative offices and the North Carolina Department of Public Instruction regarding specific North Carolina school administrative licensure requirements.
Master of Arts in Teaching: Admission to Teacher Education

When you are admitted to graduate school as a Master of Arts in Teaching (MAT) student (MAT or MAT5) you have been admitted to graduate study at Winthrop. In order to complete your degree, you must eventually be admitted to the Teacher Education Program as well, sometimes referred to as being admitted to the College of Education. This additional admission process allows us to consider the various requirements associated with teacher licensure. Your advisor can help you with the process, and admission to the Teacher Education Program is explained in the Graduate Catalog. That information is reprinted here.

During the semester the graduate candidate will complete a total of 12 hours of graduate coursework, graduate candidates must be formally admitted to the Teacher Education Program. For admission, graduate candidates are required to have completed no fewer than 6 hours of required education courses and at least 3 hours of content coursework. For formal admission to teacher education, the graduate candidate must:

1. Achieve a cumulative 3.0 grade-point average on graduate course work;
2. Complete an application requesting formal admission to teacher education that includes an analysis of learning thus far in the MAT Program;
3. Complete a minimum of 25 hours of supervised Youth Experience with students within the age range of the licensure level sought, e.g. grades K-12 or 9-12;
4. Submit a program of study that indicates the planned semester for MAT internship; and
5. Once an application is submitted, students must receive a favorable recommendation from the following:
   - the office of Student Academic Services
   - a supervisor who can provide evidence of the student’s success in working with youth at the age for which certification is sought,
   - an admission committee comprised of department chairs from C&P, CLES and his/her content area
   - the Dean of Education or designee

Graduate candidates may not complete more than 18 hours of graduate coursework without full admission to Teacher Education. When criteria have been met, the graduate candidate will receive a signed certificate of formal admission. A Teacher Education Program fee of $200 will be billed to the candidate upon acceptance. Additional requirements may be referenced in the Teacher Education Handbook and the Internship Handbook.

Complete information can be found at the MAT Student Resources page available here: www.winthrop.edu/coe/sas/default.aspx?id=11283.
This section provides an overview of a few of the campus amenities available to you as a graduate student. Information on recreation and entertainment is included here.

**West Center.** The West Center provides educational and recreational opportunities for the campus community. Offices located in the facility include Physical Education, Athletic Training, Health, Exercise Science, Sport Management and Recreational Services. The West Center contains the following facilities: climbing wall, four racquetball courts, 25-yard pool with 8 lanes, four basketball courts that can also be used for badminton and volleyball, an 8,000 square foot weight room, 2,000 square feet of cardio space with four additional cardio stations and two aerobic/activity rooms. Use of the West Center is free for currently enrolled Winthrop University students. You must have your Winthrop Student ID to use the facilities. The hours of operation are available on the website:

**Arts & Entertainment.** Winthrop University is host to a variety of different arts events throughout the year. From traveling programs to campus ensembles and casts, Winthrop University offers a vast array of programming. Most events are advertised under the announcement tab from the home page (www.winthrop.edu), and on our Facebook page (www.facebook.com/Winthrop.University). You can also find events announced on the page (www.winthrop.edu/arts/). Many events are free, and most paid events are discounted for Winthrop students.
Financial Aid for graduate students at Winthrop University usually consists of student loans, modest university scholarship awards, named scholarships, graduate assistantships, and student loans. Financial aid is available for students fully admitted into a degree program. Students admitted Graduate Non Degree (GND) are not eligible for financial aid. Students registered for at least 6 semester hours are eligible to apply for financial aid. Complete information on financial aid can be found at (http://www.winthrop.edu/finaid/). The College of Education can provide limited financial assistance in the form of Graduate Assistantships, Winthrop Graduate Scholarships, and named scholarships.

**Graduate Assistantships and Associateships.** Graduate Assistantships and Graduate Associateships (GA) provide a form of financial assistance available to fully admitted graduate students. The distinction between the two positions is a matter of classification for Federal Financial Aid regulations. They can be defined as follows:

**Graduate Assistantships** provide the student with the opportunity to learn skills related to their area of study.

**Graduate Associateships** allow departments to hire students with existing skill sets, but the position may not be related directly to their area of study.

The financial benefits of both positions are identical. The classification is based on Federal Financial Aid regulations. Both types of positions are referred to as GA positions.

GA positions are competitive. Students who are awarded GA positions will work 20 hours a week on campus, and in return receive a stipend and tuition grant. The exact dollar amount of the stipend and tuition grant may vary depending on the position, but not classification, and will depend on a number of factors. Complete financial packages will be discussed when a student is offered a position. Students who are awarded GA positions are expected to register for nine graduate hours each semester. A typical GA position may be renewable every semester (not including summers) for a period of two years. Students who hold GA positions must be in good academic standing and receive satisfactory performance reviews by their supervisors to continue. The GA application is available here: (http://www.winthrop.edu/graduateschool/assistantships) and can be sent to the Graduate Studies office, 106 Withers. Assistantships are competitive, and graduate assistants are typically hired by the department needing the GA. The Graduate Studies office maintains all applications in a database.

The application process is driven by availability of positions and initiated by the GA supervisor. Interview selections are made from a common pool of applicant materials kept in the office of Graduate Studies. When an opening becomes available, the person responsible for hiring the GA will request access to the database of applicants. Based on applications, resumes, and letters, that person will select GA applicants for interviews and initiate contact with the applicants. The position will remain open until a candidate is selected. The GA position is typically renewable assuming that the quality of work is acceptable. Once a candidate is hired for a position he/she may keep that position until graduation unless he/she elects to leave or is terminated from the position. There is not a typical start date for GA positions. GA positions may become available in the Fall or Spring semester. Summer GA positions are rare.
Winthrop Graduate Scholarships. The recipients are selected on the basis of ability and future promise. Recipients must be fully admitted into a degree program at Winthrop, enrolled and in good standing. Students on probation are ineligible for a scholarship. Students must be enrolled in a degree program during the semester or semesters for which the award is given. (Future graduate students must have applied for admission to a graduate program in order for their applications to be considered.) These scholarships represent an outright gift from the Winthrop Foundation and do not require any work responsibilities on the part of the student. Applications for these scholarships may be secured from the Graduate School Office, 209 Tillman Hall or downloaded at http://www.winthrop.edu/graduateschool/default.aspx?id=4497. Other scholarships and information can be found online at http://www.winthrop.edu/graduateschool/default.aspx?id=4500.

Named Scholarships. These scholarships are created based on an endowment to honor an individual or group of individuals. Award amounts vary based on the earnings of the endowment. Application information is made available to students annually, typically in the Spring semester.

Annette Wells-Shelley Scholarship
This scholarship was established by Annette Wells-Shelley, alumna, for a student seeking a graduate degree in the College of Education. Financial need is a criterion. Applications should be made to the Graduate Director, College of Education.

Mary Roland Griffin Scholarship
Established in 1994 by alumnae and friends for a student enrolled in the MS program in Sport and Fitness Administration. This is a Permanent Endowment Fund created to honor Dr. Mary Roland Griffin, Winthrop class of 1950 and Professor Emeritus. Applications should be submitted to the chair, Department of Physical Education, Sport and Human Performance.

Frank Bryan Tutwiler Scholarship
The purpose of the fund is to provide scholarships for graduate students pursuing a Master of Arts in Teaching. The students must meet the following criteria: a) undergraduate degree in one of the sciences to include biology, chemistry, physics and geology from a regionally accredited college or university, b) complete undergraduate studies with a minimum of 3.0 grade point average and c) show evidence of potential as a successful science teacher. All criteria have to be met. Recipient selection and the number of recipients will be determined under the auspices of the Director of Graduate Studies, Richard W. Riley College of Education.

Mayme and Mark Mauldin Fellowship for Excellence in Special Education
This fellowship provides financial support for York County teachers seeking a Special Education Certification from Winthrop.

Burgh Rutledge Johnson Scholarship
This scholarship provides financial support for students enrolled in the Master of Arts in Teaching program (for classroom teaching). First preference is for female students and those with financial needs.

A Special Note for Out of State Students
If you are an out of state student, it may be possible for you to qualify for in state tuition rates. You should contact the Director of Graduate Studies, Dr. Marshall G. Jones, as soon as possible after you receive your admissions decision to discuss your options.
STUDENT SERVICES

Information provided here will direct you to parking, health insurance, and other resources available to you as a student.

*Student Health Insurance.*
Winthrop University offers student health insurance through Pearce & Pearce Inc. More information can be found online at:
(http://www.winthrop.edu/hcs)

*Campus Bookstore.*
The campus bookstore is located in the DiGiorgio Student Center next to the West Center. You can visit the bookstore online at:
(http://www.winthrop.bkstr.com).

*Counseling and Health Services.*
Check in at 217 Crawford for both Health and Counseling appointments. Show your Student ID every time you check in for a Health and/or Counseling appointment.

Health Services is located on the second floor of the Crawford Building. Medical Services are provided by a team of certified and licensed nurse practitioners, registered and licensed nurses, pharmacists, registered pharmacy technicians, and registered laboratory technicians. Walk-in services and appointments are available from 8:30AM to 4:00PM, Monday through Thursday and 9:30 AM - 4 PM on Friday, during the fall and spring semesters unless the University is closed. During the summer, beginning with Maymester, hours are from 8:00AM to 4:00PM, Monday through Friday. A nurse practitioner is available during the summer for appointments from 1:00 PM to 3:00 PM, Monday through Friday.

Located on the second floor of the Crawford Building, the staff of Counseling Services provides a variety of services to meet the needs of students, faculty, and staff. In addition to personal counseling and consultations, Counseling Services offers wellness education, testing services, and services for students with disabilities. All services are free and strictly confidential. For more information, call, e-mail, or drop by.

*Writing Services.* The Writing Center, located in 242 Bancroft Hall, provides a free writing consulting service to all members of the University community: students, staff, administrators and faculty. The Writing Center’s purpose is to help writers at all levels learn more about their writing through tutoring sessions. Tutors help writers analyze assignments, address audiences appropriately, improve their composing processes, strengthen the focus and organization of their writing, and improve their control of the language. The Writing Center cannot provide a proofreading/editing service or guarantee better grades; its primary purpose is to improve writing in the long term.
Although operating hours may vary from semester to semester, the Writing Center is open at least five days a week, with some evening and weekend hours. Scheduling an appointment ensures that a tutor will be available. To make an appointment, telephone 803-323-2138.

Student Identification Cards. Winthrop student identification cards are issued by the Technology Services Office in Tillman Hall Room 15 upon a student’s initial enrollment. The first ID card is free; replacement ID cards are $10 each. All students are required to have an identification card. ID cards are non-transferable and must be presented to appropriate university officials upon request.

The Technology Services Office hours are from 8:00 a.m. until 8:00 p.m. for the fall and spring semesters and 8:00 a.m. until 6:00 p.m. for summer session. For specific questions concerning ID cards, contact the Technology Services Office, 803/323-4774.

Dacus Library. A Winthrop University ID is required to enter Dacus Library. Information on what the library offers is listed online at www2.winthrop.edu/dacus/.

Parking Permits. Regular vehicle registration is for one academic year beginning with the first day of registration for the fall semester and ending with the first day of fall registration the following year. Parking is available in student lots immediately adjacent to Withers Hall (where most education classes are held) and the West Center, where most Physical Education classes are held. Specific information on parking from the campus police site follows.

- The registrant of a vehicle is responsible for parking violations issued to his or her vehicle.
- Students are only entitled to register one vehicle at $75. Courtyard residents may register one vehicle at $50. However, in certain circumstances, the Chief of Campus Police may permit a student to register two vehicles.
- Replacement permits are $5.00 each with old permit or proper paper work. Lost or misplaced permits will not be considered as replacements.

Permits are not transferable to another vehicle. More information can be found online at (http://www.winthrop.edu/police/).
Campus Emergencies. The safety of our students, faculty and staff is of great importance to us. There is a redundant notification system in place to let students know about interruptions to normal operations due to weather closings or other types of emergencies. In the event of a campus emergency, students are notified in the following ways:

*Website.* Announcements are made on the home page at (http://www.winthrop.edu).

*Alertus.* On the walls in every building you will see small, yellow, rectangular boxes. These boxes are networked to a central location. In the event of an emergency, these boxes will sound an audible alarm and text based information will be sent to the monitor of the device instructing people what they should do.

*WU-Alert.* Students may opt to sign up for text-message and voice mail alerts to be sent to their mobile phones. In the event of an emergency, you will receive specific instructions on your mobile phone. The ser-

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### Important Offices on Campus

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<thead>
<tr>
<th>Campus Police</th>
<th>Cashiers Office</th>
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<tbody>
<tr>
<td>The Good Building, 803.323.2213</td>
<td>Tillman 21, 803.323.2271</td>
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<tr>
<th>Center for Career &amp; Civic Engagement</th>
<th>Curriculum &amp; Pedagogy</th>
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<tr>
<td>Crawford Building, 803.323.2141</td>
<td>Withers 204, 803.323.2115</td>
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<tr>
<th>CERRA-South Carolina</th>
<th>College of Education</th>
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<tbody>
<tr>
<td>Stewart House, 803.323.4032</td>
<td>Withers 106, 803.323.2151</td>
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<tr>
<th>Controllers Office</th>
<th>Counseling Services</th>
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<tr>
<td>Tillman 19, 803.323.2165</td>
<td>Crawford Building 203, 803.323.3290</td>
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<th>Graduate School</th>
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<td>Withers 204, 803.323.2158</td>
<td>Tillman 209, 803.323.3447</td>
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<tr>
<th>Health Services</th>
<th>Office of Financial Aid</th>
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<tbody>
<tr>
<td>Crawford Health Building, 803.323.2206</td>
<td>Tillman 119, 803.323.2189</td>
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<th>Records &amp; Registration</th>
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<td>West Center 216E, 803.323.3688</td>
<td>Tillman 126, 803.323.3692</td>
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<tr>
<th>Student Academic Services</th>
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<tbody>
<tr>
<td>Withers 144, 803.323.4750</td>
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Technology

Information here provides an overview of Winthrop’s technology services and the different online systems available to you. Winthrop offers a variety of services that are all available through a single username and password.

The Instructional Technology Center (ITC). The ITC is located on the third floor of Withers in room 307. In the ITC you will find a wide range of technology devices and services. The ITC provides access to computers, scanners, digital cameras and video cameras, a die-cut letter machine, and a host of other equipment.

Additionally, the ITC sells supplies including pens, pencils, markers, and flash drives. It also houses the currently adopted South Carolina textbooks. Many faculty use the ITC as a place to put reserve readings as well.

The West Center Lab. The computer lab in the West Center is equipped with specialized software for many programs in the department of Physical Education, Sport and Human Performance. Professors in those areas can provide more details as needed.

New Accounts. If you are new to Winthrop, you will need to apply for a user account and password to access your campus accounts. You can do that by creating a new account here: (https://asap.winthrop.edu/studentaccount/newaccount.aspx). With your new account you will be able to access our student portal: Wingspan.

Wingspan. Wingspan is Winthrop University’s student portal. Wingspan can be found at (https://wingspan.winthrop.edu/), and once you have logged in, you may access your student e-mail, student records, financial aid, registration menu, and much more. You will use Wingspan to register for classes, check for registration information, and to monitor your progress throughout your degree program.

Email. Every student at Winthrop is issued an email address. Important information is sent to this account. You can check your email through the Wingspan portal. It is possible to forward your Winthrop email to another email account. It is possible to have your Winthrop email pushed to certain smart phones. Contact User Support for details.

Computer Labs. Computer labs are available throughout campus. Computer lab locations and hours can be found online at (http://www2.winthrop.edu/acc/lab_info.asp).

Once you have your account, you can log on to the lab computers. Follow the on-screen instructions until you get to the point where you are asked for a username and password. If your lab computer has a third box labeled DOMAIN, make sure ACC is selected. When you log on with your user account information, the computer will automatically connect to your private network storage space. Your space will be on the Z: drive. The Z: is analogous to your “Documents” folder on your home computer. It is a location where files are stored. The Z: is available when you log in to any ACC computer lab. It is not available from off campus. To save work to the Z: drive, click SAVE in whatever program you are using and change the drive letter to Z: to open a document saved to the Z: drive, click OPEN in the program and change the drive letter to Z: You have limited space available on this drive. You will be notified when your space runs low. When you receive a message about low disk space, backup older files to a Flash drive, USB drive, or some other type of removable media, and delete them from your Z: drive.
Print quota. Winthrop University uses a pay-as-you-go system where all print jobs going to a lab printer are deducted from a user’s quota. The cost of a print job is deducted as soon as the job is submitted and regardless of the final outcome. In fact, print jobs that jam in the printer are still deducted from a user’s quota. At the beginning of each semester, each user quota is refreshed with a free $10 allowance. This allowance is designed to cover basic printing needs as well as all potential system problems that may happen during the semester. Replenishing a quota is very easy and convenient. The whole process is Web based and takes effect immediately. Simply go to www.winthrop.edu/system/print and follow the instructions.

Logging off. When you are finished using the computer, you must log off. You can log off by double-clicking the LOGOFF icon on the desktop or by clicking the start button, then selecting Logoff. If you do not log off, anyone can come along and access the files on your hard drive space and deplete your print quota. **Winthrop University and the ACC are not responsible for accounts left logged on.**

Blackboard. Blackboard is an application used in online courses. Many courses use this online program to aid professors and students in communicating with one another via a discussion board. Some professors will use this program to provide out-of-class assignments and hybrid courses, in which some of your classes will be hosted online. More information on Blackboard at Winthrop can be found: (www.winthrop.edu/onlinelearning/) Your professor will let you know if you are using Blackboard in their class. You will be provided with log in information from your professor.

Direct Access to the log in screen is available here: (online.winthrop.edu).

LiveText. LiveText is a requirement for most graduate classes in the COE at Winthrop. Students in the MS in Sport and Fitness Administration do not use LiveText. A single account can be used for your entire graduate degree at Winthrop. To see if LiveText is required in your classes, check the syllabus. To obtain access to LiveText, you must purchase a subscription at the campus bookstore. LiveText serves you as a tool for communicating and turning in assignments to your professors. The program also allows you to create e-portfolios and share them with professors, classmates, and employers, instantly review instructor’s feedback, and create and share knowledge in collaborative learning groups. You can log in to LiveText at (livetext.com). You can get campus support for your LiveText account in the Instructional Technology Center (ITC) in Withers 307.
Graduate Student Orientation

Graduate Studies College of Education

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